



JOB DESCRIPTION

Job Title: Director of Digital Engagement and Remote Learning (ISR L11-16)

Job Summary:

Working alongside the Core SLT to lead the provision across the academy that supports the overarching aim of keeping all parents informed and engaged in their young person's learning and ensuring that each class and pathway team are supported and prepared to offer an effective and flexible remote learning offer, as and when it becomes necessary.

Reporting to:

Headteacher/Head of School and Senior Deputy Headteacher

Staff Management Responsibility:

Line management of Lead Teacher for Digital Assessment and Reporting

Key Relationships:

Internal with the Core SLT, Care Team, Pathway Leaders for ASD, SLD, PMLD and Vocational teams, middle leaders and teaching staff.

External with parents, the LA Local Offer, the Trust Central staff, contract partners for ICT solutions.

Key Responsibilities and Accountabilities:

To support the Headteacher/Head of School in implementing effective strategies for engagement and communications with all parents/carers and the wider community and the remote learning offer to students and their families, including:

- strategic leadership of relevant and specific priorities identified in the ADP;
- performance management of the Lead Teacher and any other teachers allocated;
- be accountable for the work of the Lead teacher in ensuring that parents and carers benefit from easily accessible up to date evidence of student achievement, progress and curriculum experiences; pupil progress datasets are provided within agreed timescales
- take an outward looking and proactive approach to ensure the school is up to date and well placed to utilise new technology.
- ensuring that positive and accurate accounts of the academy's activity is regularly and routinely presented to stakeholders including parents and the wider community in Bradford, using the Trust's agreed systems;
- fulfilling the role of Deputy Designated Safeguarding Lead, co-ordinating the work of the academy's staff in relation to online safety and CEOPs;
- taking responsibility for responding to the Trust's audits and compliance activity in this area;

- reviewing advice and guidance issued by the Trust, LA or DfE and proactively advising the Headteacher/Head of School about any necessary or desirable changes in policy or practice;
- co-ordinating the training programme for staff at induction and ongoing CPD so that all staff maintain a minimum competence in the use of digital technology and recording/reporting systems used within the academy;
- managing the distribution and retrieval of IT equipment to staff, students and families when it is provided for their personal use;
- on behalf of the Headteacher, managing the process for requesting and approving educational visits using the software systems provided by the Trust, in the role of Educational Visits Co-ordinator;
- acting as the budget-holder for budget lines relating to the provision of ICT and remote learning across the academy.

Key Tasks

- participating in Core and Operational SLT meetings;
- providing advice and guidance to Pathway Leadership Teams in relation to the area of Digital Engagement and Remote Learning;
- leading, motivating, developing and supporting the staff involved in these functions;
- oversight of all aspects of digital communication functions eg supporting investigations;
- involvement in recruitment and selection processes as a member of the SLT;
- consulting staff about their needs and concerns as part of the academy's risk assessment process,
- drafting, developing and implementing policies, practices and systems for use within the academy.

Additional Leadership Responsibility as an Assistant Headteacher:

To support the Second Deputy Headteacher in managing the school's implementation of the SEND Code of Practice by:

- contributing to the process of responding to consultations for admission from the LA;
- holding meetings with prospective parents;
- liaising with LA SEND officers about individual cases;
- chairing EHC reviews when a senior leadership presence is required;
- taking a lead role in reviewing the funding bands that the LA applies to individual students and supporting the headteacher in preparing responses for the LA High Needs Panel, if required.

General

- Work as a senior leader of the academy to secure school improvement across the campus, including attending meetings of the governing body as required.
- Contribute to campus life and the overall vision, values and guiding principles of The Trust.
- Adhere to Part 2 of the national Teachers' Standards as a code of conduct and work to agreed standards of performance.
- Attend and participate in training events and participate in project teams and partake in ad hoc project work as required.
- Comply with policies and procedures relating to safeguarding, child protection, health, safety and security and confidentiality, reporting any concerns.
- To carry out any other reasonable request as and when required.
- To support the work of the Co-op Academies Trust by modelling the 'Ways of Being Co-op'.

Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities. As school needs change, roles will naturally evolve. Job descriptions will be reviewed with post-holders and updated periodically to reflect this.

Confirmed and agreed:

XXX XXXX
Director of Digital Engagement
and Remote Learning

Date:

Dominic Wall
Executive Principal
